

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF COLUMBIA
CLERK'S OFFICE**

JOB OPPORTUNITY

Opening Date: 09/05/97

Announcement Number: 97-05

Closing Date: 10/03/97

POSITION TITLE: AUTOMATION SPECIALIST

CLASSIFICATION LEVEL: CL 27 (\$30,644-49,860)
Depending upon qualifications

POSITION LOCATION: Washington, D.C.

DUTIES AND RESPONSIBILITIES: The automation support specialist oversees certain aspects of automation in the Court, including application and operation of a Unix-based host. The successful applicant must possess a thorough knowledge of UNIX and programming in the Unix environment. The applicant should also possess a working knowledge of Windows 95, Windows-based applications, database processing, network technologies, and PC hardware. This position supports seventeen end users and reports directly to the Systems Manager.

- ▶ Administer and support the day-to-day operations of the BANCAP database and any other UNIX-based applications, including installation and testing of software and hardware, performing system backups and maintenance, analyzing/troubleshooting system failures and implementing and monitoring system security.
- ▶ Responds to requests for specific system features or applications to address court needs. Participates in the analysis, implementation, modification and support of Unix-based systems as necessary to meet local court automation needs. Designs and develops software to extract information from existing database and produce special management/quality control reports (Unix shell script/C programming, SQL, RPT).
- ▶ Participates in specifying and evaluating computer equipment for Court. Procures automation equipment, supplies, and services and arranges for delivery and installation.
- ▶ Functions as the telecommunications coordinator.
- ▶ Assists with the administration of the DCN by performing duties such as backup, maintenance, troubleshooting problems, and hardware/software installation. Also assists with end user support by troubleshooting PC hardware, including peripherals such as printers and modems; supports applications such as WordPerfect, cc:Mail, Lotus Organizer, and Excel.
- ▶ Performs other duties as assigned including, but not limited to, providing backup assistance to the financial deputy and procurement and inventory of office equipment and supplies.

MINIMUM QUALIFICATIONS: High school education and a minimum of two years of general experience and two years of specialized experience. Specialized experience is progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology, including the accomplishments of computer project assignments which involve systems analysis, design, programming, implementation, integration. Two years of experience is also required in the administration of computers in a Unix or network environment **and** experience in Unix shell, C or other programming language. General experience must include the ability to effectively communicate orally and in writing and the knowledge, skills and abilities to analyze and solve problems.

DESIRABLE QUALIFICATIONS: Special consideration will be given to individuals who have: a Bachelor's degree in this or a related field and/or a CNE; experience in Unix (Solaris/Interactive), Unix shell script programming, SQL, TCP/IP, Novell Netware and Windows95.

EMPLOYEE BENEFITS: Employees of the United States Bankruptcy Court are not included in the Federal Government's Civil Service classification. They are, however, entitled to the same benefits as other Federal Government Employees. Some of these benefits include:

- ▶ Participation in the Federal Employees Retirement Service
- ▶ Participation in Group Life Insurance Program
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- ▶ A minimum of 10 paid holidays per year
- ▶ 13 days of paid vacation the first three years of employment
- ▶ Flexible/part time work schedules

INFORMATION FOR APPLICANTS: The U.S. Bankruptcy Court is part of the Judicial Branch of the United States Government and is an Equal Opportunity Employer. Applicants selected for interviews may be subject to skills testing. A criminal history background check will be initiated prior to job offer. Any person selected for this position will be required to serve a probationary period of one year

Applications will only be considered if they include the following: a cover letter, resume which addresses qualifications/work history, salary history, and a completed pre-interview questionnaire. Applications should be submitted to:

**Systems Manager
United States Bankruptcy Court
333 Constitution Avenue, N.W., Room 4400
Washington, D.C. 20001**